



SEFF

SOUTH EAST FERMANAGH
FOUNDATION

Clinical Lead Job Description

Job Title:	Clinical Lead
Responsible to:	SEFF's Director of Services, Office Manager, and Management Board
Location:	SEFF has five offices across Northern Ireland located in Lisnaskea (main base) Lisburn, Bessbrook, Rathfriland, and Newtownstewart and we are open to facilitating a successful applicant based upon where they are living/based.
Contract period:	Until- 31 st March 2023 (May be extended subject to further funding being secured). 30 hours per week.
Salary:	Pt 34 NJC Scales - £31,150.75 pro rata (for 30 hours) plus 6% pension payable monthly in arrears

Main purpose of job:

The Clinical Lead will oversee the delivery of therapeutic services within a multidisciplinary approach, to include: counselling, life coaching, health and wellbeing casework and complementary therapies. They will be responsible for the overall management, governance and safe delivery of all clinical services, ensuring professional and ethical excellence across all service platforms.

Main Duties and Responsibilities:

1. Direct, lead and manage the development and provision of therapeutic services, ensuring timely, effective and appropriate service provision.
2. Line Management of Counsellors, Life Coaches and Health & Wellbeing Caseworkers to include supervision and appraisal reviews with the practitioners and support worker teams.

3. To undertake clinical assessments in complex cases for potential onward referral to clinical psychologist/psychiatrist.
4. To maintain confidential, professional and appropriate records of all client contact.
5. Monitor and keep under review external clinical supervision provision for both staff and practitioners.
6. Undertake regular clinical audit functions to include monitoring of supervision, CPD, insurance and professional accreditation/membership for staff and sessional practitioners.
7. Provide robust clinical governance by ensuring compliance with all aspects of GDPR, subject access request and document retention policies.
8. Provide clinical support across the therapeutic services team to manage complex cases and risk management.
9. Review, implement, monitor and disseminate on an ongoing basis best practice and risk management.
10. Work collaboratively with the Director of Services and others to support and influence the development of service provision and to contribute to the achievement of organisational corporate objectives.
11. Establish and maintain effective links with other community/voluntary/statutory service providers.
12. Work in partnership with other members of the team as required to prepare funding bids and contract submissions.
13. Ensure organisational policies, procedures and guidelines are adhered to, including taking responsibility for keeping relevant policies and protocols up to date.
14. To oversee that all evaluation systems and processes such as CORENet and Measure Your Own Medical Outcome Profile (MYMOP) are completed fully by the practitioner team, operational responsibility falling to Clinical Coordinator.
15. Assist with SEFF's BACP quality assurance/monitoring procedures.
16. To oversee and maintain adequate records of clinical work and provide appropriate statistical returns and to assist with the completion of reports where necessary.
17. Prepare monthly reports for SEFF's Management Board.
18. To attend external clinical supervision on a monthly basis.

19. To maintain personal membership with BACP (or equivalent).
20. To Chair regular team meetings and to perform line management of other Clinical and H+WB staff.
21. To maintain a professional attitude at all times towards clients, staff and all those in contact with South East Fermanagh Foundation (SEFF)

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder.

The post holder will be expected to work to objectives agreed with the line manager.

This post is subject to completion of an Enhanced Access NI check.

Person Specification

Essential Criteria

1. Registered and Accredited Member of BACP (or equivalent), with at least 3 years post-qualification experience.
2. Knowledge and experience of managing client risk, and maintaining boundaries and confidentiality appropriately.
3. Extensive experience in clinical assessment.
4. Knowledge and experience of working with trauma.
5. Ability to establish and maintain professional relationships with other statutory/community/voluntary groups.
6. Working knowledge and experience of monitoring and evaluating clinical outcomes.
7. An understanding of a range of presenting issues and suitable interventions within a counselling setting.
8. A minimum of 2 years' experience of line management.

Desirable

1. At least 3 years' experience of clinically supervising counsellors/ psychotherapists.

2. Senior Accredited member of BACP (or equivalent)
3. Previous experience of delivering training
4. CBT Level 5.
5. Previous experience of using computerised monitoring & evaluation systems.

Skills and Abilities

1. Excellent interpersonal skills and self-motivation.
2. Ability to work autonomously and with initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
3. Ability to work flexible hours (including occasional out of hours work).
4. Willingness to undertake training required for the post.
5. Ability to create and sustain effective working relationships and build consensus with key stakeholders.
6. Excellent written and oral communication skills.
7. Sound knowledge of ICT including all Microsoft Office applications (word, excel, outlook, internet etc)
8. Excellent interpersonal skills to work within a team and build good working relationships.
9. Excellent management and organisational skills.

Job Background

Background

South East Fermanagh Foundation (SEFF) was founded on 15th August 1998 to provide practical and emotional supports for a large number of individuals who had been through traumatic experiences as a consequence of 'The Troubles.'

Over the years SEFF's development as a provider of services for victims/survivors has evolved and in the last four years, additional focus has been given to developing the case of need for victims/survivors based in Great Britain and Republic of Ireland, ensuring they also have access to support services alike their Northern Ireland counterparts. The organisation now stands at circa 1,450 individual members and their associated families.

Currently SEFF has seven hubs for service delivery; Lisnaskea, County Fermanagh. Newtownstewart, County Tyrone. Rathfriland, County Down, Lisburn, County Antrim Bessbrook, South Armagh, London and Manchester.

SEFF is one of 24 groups attached to the Innocent Victims United umbrella organisation with a combined membership of over 12,500 individual victims/survivors based in Northern Ireland, Republic of Ireland, Great Britain and mainland Europe.

Mission Statement

‘Supporting Victims and Survivors, Strengthening Communities.’

SEFF’s Core services are:

- Drop-in centre
- Signposting services
- Advocacy services
- Justice, Truth and Acknowledgement programmes and initiatives.
- Befriending services
- Counselling support
- Welfare/Benefits advice + Appeals/Tribunals representation
- Respite
- Volunteering opportunities
- Personal development
- Community outreach including Good Relations and Cultural Programmes, Community Allotments etc.
- Youth outreach programmes
- Older people’s services
- National and international projects

Our Values:

Our values are enshrined within our vision and mission statement, and underpin everything we do as well as *how* we do it. These values include:

Providing the highest quality of service - ensuring that our work is delivered to high standards and our members are treated with equality;

Collaborative - working with our individual members, and with additional organisations to ensure the expressed needs of victims and survivors are addressed;

Person-centred and respectful - we will safeguard and protect the autonomy and decision-making rights of our members at all times to ensure that they receive an independent and impartial service that is focussed on their goals. We will ensure that our members are treated compassionately and respectfully at all times;

Inclusive - in ensuring that the unique nature of violence inflicted on our society is recognised and not forgotten, by working collectively on behalf of members in addition to individual support; and

Listening & Learning - ensuring that we listen to, and are guided by, the expressed will of those members who engage with us in the development and management of our organisation.